

S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE  
NO. 4-61

14 February 1961

SUBJECT: Reduction of Amount of Classified Materials  
in Current Retention.

1. There is some concern over the large volume of classified matter retained in each office for current use, for record, reference, or research.

2. It is requested, therefore, that an immediate and continuing effort be made not only to adhere closely to record retirement and destruction schedules but also to hold down the volume of retained classified materials to an absolute, essential minimum.

3. Concurrently, OTR school and staff chiefs will give their attention to execution of the OTR Vital Materials Program, pursuant to OTR Regulation [redacted] dated 2 June 1955.

[redacted]  
MATTHEW BAIRD  
Director of Training

Distribution:  
OTR - Key 1B

25 YEAR RE-REVIEW

S-E-C-R-E-T